

CERTIFYING OFFICER LETTER – July 28, 2016

TO: Certifying Officers, All funds

FROM: The New Jersey Division of Pensions and Benefits

SUBJECT: Retirement Certifications Required Through EPIC

The attached [Certifying Officer letter](#) has been issued by the Division of Pensions and Benefits to notify employers of a new requirement when certifying service and salary for retirements from the Public Employees' Retirement System (PERS), Teachers' Pension and Annuity Fund (TPAF), Police and Firemen's Retirement System (PFRS), or State Police Retirement System (SPRS).

Effective September 1, 2016, employers submitting the Certification of Service and Final Salary for their employees' retirements **must use the online Retirement Certification application** in the Employer Pensions and Benefits Information Connection (EPIC) whenever possible. Online certification is required when an employee first applies for retirement through the Member Benefits Online System (MBOS), when an employee's application is resubmitted for a new retirement date, or for certain changes to the retirement type.

Additional information about the online certification in EPIC is provided in this letter.

DISTRIBUTION OF THIS MESSAGE

Certifying Officers should forward this message to their human resources staff, benefit administrators, and any other staff members responsible for the administration of pension benefits for employees.

Should you have any questions or need additional assistance, please contact the Division's Employer Education Unit at (609) 292-7524 or send an e-mail to pensions.nj@treas.nj.gov

Current and archived Certifying Officer Letters are available for viewing on the Division's Web site at: <http://www.nj.gov/treasury/pensions> On the home page, click on "Information for Employers" and then select the link for "Certifying Officer Letters."

Please note: It is important that the Certifying Officer's and Supervisor's e-mail addresses are kept current with the Employer Pensions and Benefits Information Connection (EPIC) to

assure the accurate and timely delivery of this information. Update your information using the Employer Demographics application in EPIC.